



Volunteer Tennessee
AmeriCorps Program Manager Job Description
6/23/15



Basic Function:

To advance the mission of Volunteer Tennessee by managing grants to support Tennessee AmeriCorps programs.

Philosophy of the position:

The position works as part of the AmeriCorps Team to support Tennessee AmeriCorps programs to meet compelling community needs, strengthen communities and build a lifelong ethic of service among Tennessee AmeriCorps members.

Essential functions:

1. Program Management
 - a. Provide support to AmeriCorps State programs through regular communication with AmeriCorps program directors, host agency staff and federal funding agency;
 - b. Coordinate appropriate training and technical assistance for AmeriCorps State programs;
 - c. Participate with AmeriCorps Team to develop strategic plans and policy documents;
 - d. Assist in responding to public information requests related to AmeriCorps;
2. Program Compliance
 - a. Coordinate annual risk-based program monitoring;
 - b. Monitor program performance through site visits and review of progress and financial reports;
3. AmeriCorps State Funding Process
 - a. Support annual grants application process to administer federal funding;
 - b. Negotiate programmatic and/or budgetary changes with funded programs;
4. Other
 - a. Develop federal reports;
 - b. Develop sub-grantee contracts with funded programs; and
 - c. Participate in state and national grantee meetings.

Work Requirements/Qualifications:

1. Graduation from accredited college or university with a bachelor's degree and at least two years' experience with volunteer program or community service program. AmeriCorps experience preferred.
2. Understanding of and commitment to AmeriCorps, national service and engagement of persons with disabilities as AmeriCorps members.
3. Understanding of principles of program management and grants administration.
4. Ability to develop and maintain high level professional coaching, monitoring and collaborative relationships.
5. Commitment to team work.
6. Ability to express oneself clearly and accurately, both orally and in writing.
7. Ability to problem-solve in a complex bureaucratic environment.
8. Ability to prioritize and get things done calmly in a fast-moving, multi-task environment.
9. Ability to prepare and maintain detailed, accurate reports and files.
10. Knowledge of computer programs, word processing, spreadsheets, etc.

Work Environment

1. Non-smoking, active office in Nashville, TN.
2. Frequent interruptions, frequent telephone work.

Position is state Executive Service employee with salary and benefits commensurate with experience. First step in the position annual salary range is \$38,000. Subject to federal funding availability.

To apply, send cover letter and resume to volunteer.tennessee@tn.gov by **July 31, 2015**.